

**ONLINE OUTPROCESSING DATA WORKSHEET**  
**SGT AND ABOVE ONLY**

**Enter your information.**

\_\_\_\_\_  
Name (LAST, FIRST, MI)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
SSN

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Current Unit

\_\_\_\_\_  
MACOM/MSC

\_\_\_\_\_  
Gaining Station/Country

(1CD, III CORPS, 13SC (E), 89MP, 504 MI, 13 FIN, etc.)

Circle the appropriate reason for clearing.

PCS

ETS

RET

MED RET

MED SEP

Circle all that applies.

1. Are you: Going overseas? Yes / No      Are you: Single / Married

2. Do you have any children between the ages of 0 to 18 years? Yes / No  
(See form links for withdrawal forms)

3. Email address: \_\_\_\_\_

**Enter all information that applies.**

Separation or Retirement Date: \_\_\_\_\_ Report Date: \_\_\_\_\_

Date PTDY or Leave Starts: \_\_\_\_\_ Duty or Cell Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Original Orders Number: \_\_\_\_\_ Date of Orders: \_\_\_\_\_

\*\* Please submit all required documents to:  
usarmy.hood.imcom-west.mbx.dhr-senior-outprocessing@mail.mil  
\*\* Central Clearance Facility phone number: 287-4628/5992